## **CLAIMS**

That which is claimed:

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1. A method of querying an employee database, comprising: defining a plurality of query criteria;

querying the employee database by applying respective ones of the query criteria to respective ones of a plurality of employees;

providing a plurality of folders, respective ones of the plurality of folders corresponding to respective ones of the plurality of query criteria; and

creating a plurality of workbooks containing results from querying the employee database for respective ones the plurality of folders, respective ones of the plurality of workbooks being associated with respective ones of the plurality of employees that have results for respective ones of the plurality of query criteria corresponding to respective ones of the plurality of folders.

- 2. The method of Claim 1, further comprising: associating a first time period with the query criteria; and creating respective first worksheets in respective ones of the plurality of workbooks that contain the results from querying the employee database for respective ones of the query criteria for the first time period.
- The method of Claim 2, further comprising:
   associating a second time period with the query criteria; and creating respective second worksheets in respective ones of the plurality of workbooks that contain the results from querying the employee database for respective ones of the query criteria for the second time period.
- 4. The method of Claim 1, further comprising:
  automatically performing querying the employee database and creating the
  plurality of workbooks at a scheduled time.
  - 5. The method of Claim 1, further comprising: receiving user input selecting one of the plurality of query criteria;

querying the employee database by applying the selected query criterion to respective ones of the plurality of employees; and

storing results from querying the employee database by applying the selected query criterion in respective ones of the plurality of workbooks for respective ones of the plurality of employees.

- 6. The method of Claim 1, further comprising:
- creating a log file containing a plurality of status indicators for respective ones of the plurality of query criteria.

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- 7. The method of Claim 6, wherein the plurality of status indicators comprise:
  - a query start time;
  - a query stop time; and
- a number of employees for which the query is applicable.
  - 8. The method of Claim 1, wherein the plurality of query criteria comprises a plurality of employee performance criteria.
- 9. A system for querying an employee database, comprising: means for defining a plurality of query criteria;

means for querying the employee database by applying respective ones of the query criteria to respective ones of a plurality of employees;

means for providing a plurality of folders, respective ones of the plurality of folders corresponding to respective ones of the plurality of query criteria; and

means for creating a plurality of workbooks containing results from querying the employee database for respective ones the plurality of folders, respective ones of the plurality of workbooks being associated with respective ones of the plurality of employees that have results for respective ones of the plurality of query criteria corresponding to respective ones of the plurality of folders.

10. The system of Claim 9, further comprising: means for associating a first time period with the query criteria; and

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means for creating respective first worksheets in respective ones of the plurality of workbooks that contain the results from querying the employee database for respective ones of the query criteria for the first time period.

- The system of Claim 10, further comprising:

  means for associating a second time period with the query criteria; and

  means for creating respective second worksheets in respective ones of the

  plurality of workbooks that contain the results from querying the employee database

  for respective ones of the query criteria for the second time period.
- 12. The system of Claim 9, further comprising:

means for automatically performing querying the employee database and creating the plurality of workbooks at a scheduled time.

- 13. The system of Claim 9, further comprising:

  means for receiving user input selecting one of the plurality of query criteria;

  means for querying the employee database by applying the selected query

  criterion to respective ones of the plurality of employees; and
- means for storing results from querying the employee database by applying the selected query criterion in respective ones of the plurality of workbooks for respective ones of the plurality of employees.
- The system of Claim 9, further comprising:
   means for creating a log file containing a plurality of status indicators for
   respective ones of the plurality of query criteria.
  - 15. The system of Claim 14, wherein the plurality of status indicators comprise:
    - a query start time;
- a query stop time; and a number of employees for which the query is applicable.

- 16. The system of Claim 9, wherein the plurality of query criteria comprises a plurality of employee performance criteria.
- 17. A computer program product for querying an employee database, 5 comprising:

a computer readable storage medium having computer readable program code embodied therein, the computer readable program code comprising:

computer readable program code configured to define a plurality of query criteria;

computer readable program code configured to query the employee database by applying respective ones of the query criteria to respective ones of a plurality of employees;

computer readable program code configured to provide a plurality of folders, respective ones of the plurality of folders corresponding to respective ones of the plurality of query criteria; and

computer readable program code configured to create a plurality of workbooks containing results from querying the employee database for respective ones the plurality of folders, respective ones of the plurality of workbooks being associated with respective ones of the plurality of employees that have results for respective ones of the plurality of query criteria corresponding to respective ones of the plurality of folders.

18. The computer program product of Claim 17, further comprising: computer readable program code configured to associate a first time period with the query criteria; and

computer readable program code configured to create respective first worksheets in respective ones of the plurality of workbooks that contain the results from querying the employee database for respective ones of the query criteria for the first time period.

19. The computer program product of Claim 18, further comprising: computer readable program code configured to associate a second time period with the query criteria; and

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computer readable program code configured to create respective second worksheets in respective ones of the plurality of workbooks that contain the results from querying the employee database for respective ones of the query criteria for the second time period.

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- 20. The computer program product of Claim 17, further comprising: computer readable program code configured to automatically perform querying the employee database and creating the plurality of workbooks at a scheduled time.
- 10 21. The computer program product of Claim 17, further comprising:
  computer readable program code configured to receive user input selecting one
  of the plurality of query criteria;

computer readable program code configured to query the employee database by applying the selected query criterion to respective ones of the plurality of employees; and

computer readable program code configured to store results from querying the employee database by applying the selected query criterion in respective ones of the plurality of workbooks for respective ones of the plurality of employees.

- 22. The computer program product of Claim 17, further comprising: computer readable program code configured to create a log file containing a plurality of status indicators for respective ones of the plurality of query criteria.
- 23. The computer program product of Claim 22, wherein the plurality of status indicators comprise:
  - a query start time;
  - a query stop time; and
  - a number of employees for which the query is applicable.
- The computer program product of Claim 17, wherein the plurality of query criteria comprises a plurality of employee performance criteria.